

Communications

Refer; ER-4-7352

NOV 4 1953

MEMORANDUM FOR: General Counsel  
Director of Security  
Auditor-in-Chief  
Acting Personnel Director  
Acting Comptroller  
Chief, Logistics Office  
Chief, General Services Office  
Chief, Medical Staff

SUBJECT : Use of Abbreviations

1. The Office of the Director has noted an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without insuring that such abbreviations have been clearly explained.

2. It is, therefore, requested that, when preparing correspondence for this Office or correspondence which may be brought to the attention of the Director and Deputy Director, each title be spelled out in the first instance and followed by the abbreviation enclosed in parenthesis; thereafter, in that communication, abbreviations will suffice.

15/

L. K. WHITE  
Acting Deputy Director  
(Administration)

SA/DD/A:RDHH:sh(29 Oct 53)

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